

# INDEX

to  
Bibliographic Description of Rare Books

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*The John Carter Brown Library*  
1987



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Compiled by  
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Brown University

*The John Carter Brown Library  
Providence, Rhode Island  
1987*



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## PREFACE

In 1981 the Library of Congress published *Bibliographical Description of Rare Books* (BDRB) as a supplement to chapter 2 of the *Anglo-American Cataloguing Rules* (2nd ed.), known as AACR 2. BDRB offered the Library of Congress's own interpretation of cataloguing procedures to be used for works published before 1801.

The refinements and rules in BDRB may be applied by any institution engaged in cataloguing books and need not be confined to works published before 1801. On the other hand, some of the rules in BDRB may be too detailed for the requirements of some institutions, or for some categories of materials within those institutions; hence, selectivity in the use of these rules may be desirable. In any case, the preface to BDRB stresses that the rules therein are supplementary to AACR 2, not a replacement for that work.

There are differences in the two sets of rules, however, both in emphasis and in the arrangement of information taken from the work being catalogued. According to BDRB, several elements of data may be transcribed as they appear, without the transposition called for in certain cases under AACR 2. It was even felt necessary to add a supplementary glossary to BDRB to explain terms not included in AACR 2.

Soon after the publication of BDRB, it was recognized that the usefulness of the work would be greatly increased by the inclusion of an index. An informal discussion between a Library of Congress staff member and a former president of the Athenaeum Group, which is an informal organization of administrators and cataloguers from New England libraries with rare books, led to a search for such an indexer. Happily, David M. Rich, cataloguer of Special Collections materials at the Brown University Library, agreed to undertake the task, under the sponsorship of the Athenaeum Group (Stephen R. Young, Yale University Library, Chair).

The arrangement of the Index is discussed in detail in Rich's Introduction. There are in fact two indexes: first a general index of terms applicable to all relevant materials, followed by a supplementary index of terms relevant to single sheet publications (e.g. broadsides, broadsheets). All terms in the supplementary index are also included in the general index. Both indexes have been compiled with the object of enabling a cataloguer to locate quickly a particular rule using any one of several approaches.

This work was produced with the indispensable assistance of a graduate student in Portuguese and Brazilian Studies at Brown University, Dagmar Schaeffer, who did the keyboarding, and Michael McDonald, the University's specialist in electronic publishing, who transformed the data into camera-copy ready for the printer. We thus make use of modern tools the better to deal with ancient books.

Norman Fiering  
Director and Librarian  
John Carter Brown Library



## INTRODUCTION

This index to *Bibliographic Description of Rare Books* (BDRB) covers the rules themselves (everything in sections 0-9) and the glossary (pp. [61]-62), but not the preface (pp. [v]-vii) or the examples (pp. [55]-60). It also includes references to the definitions in the glossary issued as Appendix D of *Anglo-American Cataloguing Rules*, 2nd ed. (Chicago: American Library Association, 1978). Thus, all index entries refer either to rule numbers, or to pages of the BRDB glossary, or to AACR 2 Appendix D.

The purposes of this index are (1) to enable a cataloger to locate a particular rule, and (2) to assist cataloging agencies in deciding which rules to apply.

The arrangement of the *Index* is similar to that used in K.G.B. Bakewell's index to AACR 2; acknowledgment is hereby gladly made for similarities in wording as well as in arrangement. The two indexes are intended to be used in conjunction whenever it is necessary to refer from one set of rules to the other. They both use headings and, where necessary, subheadings to group entries under commonly occurring terms. "See" and "see also" references are provided between headings. However, direct entry is preferred to a "see" reference when an entry is short. In this index, an inverted heading such as "Titles, alternative" is usually repeated in direct form ("Alternative titles") *where there is only one entry*. This is also true when alternative terms are employed, such as: "Boxes" and "Cases"; "Bibliographic history notes" and "Notes on edition and bibliographic history of item." When there are *two or more entries*, including "see also" references to other headings, one form of heading has been selected, with "see" reference(s) from other form(s).

Headings have been broken down in the *Index* so that there rarely are more than five references to rules in one sequence: "Bibliographic history notes" is one of the longest entries with eight references. Individual reference works such as Charles Evans's *American Bibliography* and the *Gesamtkatalog der Wiegendrucke* are not indexed. To find out which specific works are cited, search should be made under headings such as "Reference sources," "References' notes," or "Incunabula," as appropriate.

### Special characteristics of this index

*Bibliographic Description of Rare Books* provides many optional rules, indicated by such

words or phrases as "optionally," "if desired," "if it is considered important," and phrases containing the word "may." The *Index* collects all such references in a comprehensive list of "Optional Rules," as a guide to cataloging agencies that wish to define their own policies on options. There is also a heading, "Notes, optional," and the practice of using the words "option to" at the beginning of subheadings to other terms.

The "Notes" group of terms is also treated somewhat differently from the similar group in AACR 2. First the heading "Notes" itself is used more selectively here than in AACR 2. While major topics such as areas and "statements" are covered, relatively minor topics such as "Adaptations" and "Advertisements" are only searchable under the terms themselves. Unlike the practice in the AACR 2 index, the type of heading, "[Subject], notes on," is not used; inclusion of a subject always includes references to notes on that subject where they exist. As for the "Notes" heading itself, there are two main sequences, "Notes on [subject]" and "Notes, optional, on [subject]." If a cataloger is searching for references to notes on a specific subject, he or she should search first in one list and then the other; if not found in either, then likely terms for the specific subject should be searched. It should be observed that the "Notes, optional, on" list is intended to be comprehensive.

Specific marks of punctuation are *all* separately indexed, e.g. "Colon, use of"; "Period, use of." The heading, "Punctuation of description," although the same as in AACR 2, contains general entries only. The headings, "Omission, marks of," "Semicolon," and "Square brackets" contain entries beginning with the words "not used"; these are included to advise the cataloger when *not* to use the punctuation mark when logically there might appear to be good reason to use it!

The *Index* has been compiled with the object of enabling a cataloger to locate a rule from any one of several approaches, within the limitations already mentioned. For instance, a cataloger wishing to know how to handle *typographical ornaments* such as head-pieces and vignettes may locate information under "Ornaments, typographical"--having been referred perhaps from "Typographical ornaments," since there is more than one entry under this heading. If alternatively the cataloger had looked under "Illustrations," he or she would have found the entry, "typographical ornaments not regarded as

[illustrations], 5C1." If the approach were made from the "Notes" angle, relevant information may be found under "Notes, optional, on typographical ornaments, 5C1, 7C10." Since this last reference includes the word "optional," there must be a listing such as "Optional rules, noting typographical ornaments, 5C1, 7C10." If however the note on typographical ornaments had been mandatory, there would probably have been no entry under "Notes on," because it is a minor topic.

In making the *Index* the compiler became aware of differences both in terminology and in spelling between *Bibliographic Description of Rare Books* and AACR 2. BDRB has been designed for American and Canadian audiences, and employs North American terminology and spelling where AACR 2 may have opted for a British alternative. For instance, where AACR 2 uses the British term "full stop," BDRB consistently uses the American term "period." Similarly, AACR 2 rule 1.1F7 refers to "titles of nobility, address, honour, and distinction," while the similar BDRB rule 1G7 changes the spelling of the fifth word to "honor" (underlining supplied by the compiler). American terms and spelling have always been adopted in this index.

*Some suggestions for improvement of  
Bibliographic Description of Rare Books.*

In making this index the compiler became aware of some errors, inconsistencies, and needs for explanations in the text and glossary of BDRB. These are briefly described here in the following order: items of general application; specific items by area (excluding those relating to single sheet publications); items relating to single sheet publications, following the same pattern (general, then specific by area). The reader who is unconcerned with these issues need read no further in this Introduction. All of the information required for making effective use of the *Index* is contained in the above section.

1. Since the glossary to BDRB does not contain the term "collection," it is assumed that the user should use the definition found in AACR 2. The definition of "Collection" as given on p. 564 of AACR 2 is as follows: "If by one author: three or more independent works published together. If by more than one author: two or more independent works or parts of works published together and not written for the same occasion or for the publication in hand." This definition, however, is not adequate to justify the use of the term "collection" in BDRB rules 4A6 and 5B19, for example, where it is used in connection with items of varying character, and in 4A6 also with items with different imprints. The *ALA Glossary* (Chicago,

1983) may be usefully consulted in revising the definition of "collection" for BDRB.

2. The terms "original title," "subordinate titles," and "subsidiary titles" are used in BDRB. They need to be defined, since they are found neither in the glossary to AACR 2 nor in the glossary to BDRB.

3. *Rule 1B7.* The parenthetical comment, "(*Title page reads: Part one. Faust*)," is actually an example of a *note*, and has been so indexed. It would have been better given in the form, "*Note: Title page reads: Part one. Faust*, since the rule calls for a mandatory note to be made in the situation illustrated.

4. *Section 2, Edition area.* There are no specific provisions for the correction of fictitious or erroneous information in the edition area. In this respect BDRB follows the example of AACR 2! BDRB does provide guidance for correction in a general sense (BDRB 0G ; cf. AACR 2 1.0F), in a section which is primarily concerned with accuracy in the title and statement of responsibility area. The publication etc., area has specific provisions in both sets of rules (BDRB 4A3, 4B9, 4C5 and 4D5; cf. AACR 2 1.4B7 and 1.4F2).

5. *Section 3, Material (or type of publication) specific details area.* The heading on p. 24 of BDRB omits the word "details," which appears in the corresponding rule, AACR 2 1.3. The section has been indexed using the fuller form.

6. *Section 4, Publication, etc., area.* Throughout BDRB, the term, "Publication, etc., area," is used in preference to the form in AACR 2, "Publication, distribution, etc., area." There is one location in which the fuller form has been used: BDRB rule 0D, Prescribed sources of information. This is evidently an oversight.

7. *Rules 4A5 and 4D1.* The first rule says: "Generally transcribe imprint information in full as it appears in the publication, except where omissions are indicated in the following rules. . . . Indicate all omissions in the publication, etc., area by the mark of omission" (compiler's underlining). However there is no provision for using the mark of omission in the statement of date of publication (4D1 and following rules). Rule 4D1 tells the cataloger to "Omit phrases such as 'printed in the year' and 'anno,'" but does not mention the mark of omission. Note 5 at the foot of p. 31 and the fourth example, "1614" as transcription of "Anno gratiae MDCXIV," appear to indicate that the mark of omission should not be used.

So the index entry under "Omission, marks of" tentatively reads "not used in omitting words and phrases from date of publication, 4D1." Either rule 4A5 should be reworded to take account of this exception to its provisions, or the examples referred to should be rewritten. It should be noted that when the date of publication or printing appears *within either the place or publisher statement*, the date is omitted and its omission indicated by the customary mark (see third paragraph of 4D1).

8. *Rules 5B1 and 5B17-5B19.* In these rules there is no specific provision for the use of the terms "parts" or "pamphlets" in the extent statement. This may be deliberate, since a list of terms is provided in AACR 2 rule 2.5B18. However it would be helpful to have a listing of at least the most common terms somewhere in this section of BDRB. Some of the definitions might need to be changed. It is doubtful for instance if the definition of "Parts" as "... bibliographic units intended to be bound several to a volume, especially if so designated by the publisher" (AACR 2 rule 2.5B18) would satisfy many rare book catalogers, who may often encounter an early work divided into "parts" which in a modern work would be more appropriately described as "volumes."

9. *Single sheet publications: definition of "folder."* The glossary to BDRB defines *folder* as "A sheet folded into four or more numbered or unnumbered pages so imposed that they are to be read in sequence when the sheet is unfolded." This excludes folded sheets such as the following: a sheet issued in folded form, but designed to be used unfolded, at least on one side. For instance, a sheet may have pages of text on one side and one large map on the other. Is this not also a "folder"? (See also section 12 below for further discussion of this particular case.) It appears that BDRB follows a similar definition in the *ALA Glossary*, but it seems too restrictive. However, L.M. Harrod's *The Librarian's Glossary*, 4th rev. ed. (Boulder, Colo., 1977) defines *folder* as "I. A publication consisting of one sheet of paper folded to make two or more leaves but neither stitched nor cut". Since the term "folder" is not used in the extent statement, a definition more acceptable to single sheet publication catalogers could be devised without radical revision of the Rules.

10. *Single sheet publications: rule 1F.* In the opinion of catalogers of single sheet publications at Brown University, the list of first elements to be omitted from transcription, found on p. 14-15, is too prescriptive as written. There are occasions when the cataloger might want to include an element from this list, even though it "is not integrated with the succeeding material."

11. *Single sheet publications: rules 5B1 and 5B3.* In rule 5B1 one is told to describe a folder as "1 folded sheet." However, the last example in 5B3 reads: 1 folded leaf ([5] p.). It is then described as a folder. This evidently is an error, and should read: 1 folded sheet ([5] p.). A "folded leaf" is defined in the *ALA Glossary* as "A wide leaf bound in at one edge and folded one or more times to fit within the fore-edge." The term is so used in rule 5B11.

12. *Single sheet publications: rule 5D4.* The second sentence reads: "When a normally imposed sheet is issued in folded form, but designed to be used unfolded (e.g., with the chief part occupying a whole side of the sheet), add the dimensions of the sheet when folded." What is meant here by "normally imposed sheet"? If it means "a sheet imposed in the manner of a printed monograph, such as a folio, quarto, etc.," then it would seem to be impracticable to unfold such a sheet for use in the manner illustrated in the example. If however it means "a sheet imposed so that pages may be read in sequence when the sheet is unfolded," then there is no problem. On one side of the sheet there may be either text, or blank space, or both; on the other side there may be one large illustration such as a map or plan. If the words "normally imposed" are deleted from the rule, then there is no problem: the context makes it plain how the sheet has been imposed, or at least that is how it appears to the compiler.

In the second paragraph the term "normally imposed" appears again: "When a sheet is issued in folded form with multiple pages (excepting a normally imposed single-folded sheet), describe it as '1 folded sheet'." Here it would seem that "normally imposed" means "imposed in the manner of a printed monograph," which is what one would expect it to mean. If so a cataloger confronted with the "exceptional" case of a "normally imposed" single-folded sheet, with all four pages printed and numbered in arabic, would describe it as "4 p." One further point: not only a single-folded (folio) sheet would be an exception to the rule: a double-folded (quarto) or triple-folded (octavo) sheet would also be exceptions. If the word "single-folded" is deleted, then the rule provides for these eventualities.

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*Abbreviations used in this Index.*

App.                  Appendix (to AACR 2)

introd.                introduction

t.p.                  title page



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<p>consisting solely of name of person or body, 1B4 definition, p. 62 explanatory addition, 1D6 general rules, 1B length, 1B8 enumeration within, 1B5, 1E2 option to romanize in note, 7C4 sections of items, 1B7 sources of information, 1A2, 1B1, 1B6 supplementary items, 1B7, 9A</p> <p>Titles, alternative, 1B3 Titles, misleading, 1B6, 1E2 Titles, parallel, <i>see</i> Parallel titles Titles, subordinate     as other title information, 1D2-1D3, 1G14     as subsequent statement(s) of responsibility,         1G14     omission of lengthy titles, 1G14     option to record in note, 1D3</p> <p>Titles, subsidiary, as part of title proper, 1B2 Titles of honor, nobility, address, etc., in statement     of responsibility, 1G7</p> <p>Transcription of title, <i>see</i> Inseparably linked data;     Title and statement of responsibility area; Title     proper; Transposition of data</p> <p>Translations, 7C2</p> <p>Transposition of data     edition statement and nonedition elements, 2B7     edition statement and statement of responsibil-         ity relating to edition, 2C2     not indicated by marks of omission, 1A2     option to note original position of transposed         elements and/or areas on t.p., 1B1, 1G3, 2B7,         2C3, 7A, 7C6     title proper and nontitle elements, 1B1     title proper and statement of responsibility, 1G3     title proper and title of section or supplement,         1B7</p> <p>Type measurements, 7C10     option to give number of columns, number of         lines, and type measurements for post-1500         works, 7C10</p> <p>Type of publication specific details area, <i>see</i>     Material (or type of publication) specific details     area</p> <p>Typographical ornaments, <i>see</i> Ornaments, typog-     raphical</p> <p><b>U</b></p> <p>u (letter), transcription of, 0H</p>	<p>Unnumbered leaves, pages, etc., 5B1-5B3, 5B7-5B8,     5B10, 5B12, 5B16, 5B21</p> <p><b>V</b></p> <p>v (letter), transcription of, 0H Variant, definition, p. 62 Vignettes not regarded as illustrations, 5C1 Virgule, transcription when used as a comma, 0E Volume, definition, AACR 2, App. D Volumes, number of, 5B17-5B22, 7C10, 9B</p> <p><b>W</b></p> <p>w (letter), transcription of, 0H Width (of volume), <i>see</i> Size "With" notes, 1F3, 7C19     on single sheet publications, 1F3     option to include issue or binding information at         end of note, 7C19</p> <p>"With, on verso" notes, 1F2</p> <p>Woodcuts, 5C1, 7C6, 7C10</p> <p>Words or phrases     as supplied title, 1A2, 1B6, 1E2     explanatory, option to add to statement of         responsibility, 1G9     explanatory, with edition statement, 2B1, 2B4     explanatory, with place of publication, 4B3-4B5     explanatory, with publisher statement, 4C6     explanatory, with title proper, as other title         information, 1D6     in single sheet publications, 1F     introductory, in formal notes, 7B3     noun or noun phrases, 1G11     omitted from date(s) of publication, 4D1     option to devise title for collection without         meaningful title, 1E2     option to transcribe as they appear in date of         publication, 4D1     with name of principal place of publication, 4B2     with statements of responsibility, 1G7-1G9,         1G11</p> <p>Works created after 1800     option to count blank leaves at beginning and         end, 5B3     option to give format, 5D1     rules for cataloging at LC, 0A (note 1)</p> <p>Works created before 1801     counting blank leaves at beginning and end, 5B3     format, 5D1     rules for cataloging at LC, 0A (note 1)</p>
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## APPENDIX

## Index of Terms Relevant to Single Sheet Publications

The terms listed here are all found in the general Index. They are repeated here for the convenience of broadsides catalogers and others concerned with single sheet publications. For terms of general application, including definitions, the main index should be consulted.

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